



BASIC ESCORT



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ROLES AND RESPONSIBILITIES OF A PRISONER ESCORT



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Objectives:

To provide guidance and direction to prisoner escorts of the roles and responsibilities of a prisoner escort in the performance of his/her duties.



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REFERENCES:

SECNAVINST 1640.9

OPNAVINST 5100.23 Series



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The Roles and Responsibilities of a Prisoner Escort

- Use and improve leadership skills.
- Set the example and meet the standards of U.S. Military service.
- Use tact in dealing with the public and prisoners.
- Maintain prisoner accountability.
- Take charge and remain in charge.
- Comply with correctional philosophy.
- Accept responsibility for custody,



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Secretary of The Navy's Correctional Philosophy

- Prisoners are sentenced to confinement as punishment, not for punishment.
- Hazing, harassment, unauthorized exercises, unnecessary restrictions or deprivations, and demeaning treatment serve no useful purpose and are prohibited.



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Secretary of The Navy's Correctional Philosophy cont.

- Prisoners forced to comply with unreasonable, unnecessary, and unmilitary routines lose respect for the authority that supervises them.
- Intelligent performance of correctional duties can provide the environment in which prisoners can incorporate responsibility into their own lives.
- Fair, impartial, and humane treatment of prisoners in compliance with Naval policy.



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Prisoner Escorts General Rules of Conduct

- Act in conformance with the requirements of the UCMJ.
- Physical abuse, hazing, unnecessary force, any form of corporal punishment are prohibited.
- Striking or laying hands upon prisoners is prohibited unless in self-defense, to prevent serious injury, etc.



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Prisoner Escorts General Rules Of Conduct (cont.)

- Prohibited from extending privileges, favored assignments, or information to prisoners, which are not similarly available and authorized to all prisoners.
- Escorts shall not use their official position to establish or maintain relationships with prisoners or their families/friends.
- Escorts shall not release information on prisoners.



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Basic Guidelines For Interacting Positively With Prisoners

- Do not discuss people or situations that do not have direct bearing on the task of escorting.
- Do not provide or accept favors.
- Avoid personal conversations or emotional involvement.
- Treat the prisoner with respect.



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Basic Guidelines (cont.)

- Respect differences in race, religion, gender, national origins, etc.
- Set limits and enforce rules with consistency while using good judgment and flexibility.
- Observe and monitor the behavior.
- Be alert for changes that may signal problems.



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Explain What It Means To Be A Professional

- Do your job to the best of your ability.
- Work to insure a safe working environment.
- Strictly adhere to escort rules.
- Act with courtesy, firmness, with respect to dignity.
- Use sound judgment.
- Continuously work to improve your skills and knowledge.



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Describe How To Interact With Prisoners In A Professional Manner

- Be firm, but fair, when dealing with all prisoners.
- Be empathetic and willing to listen.
- Be tactful.
- Establish authority.



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Define Prisoner Escort “Comportment”

- Comportment – demeanor and bearing, in the manner in which an escort presents himself/herself in carrying out his/her duties.
- Escorting is a people-oriented task and comportment is the key factor.



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Cross Gender Escorting

- Cross gender supervision is defined as the following:
 - Males/Females escorting males/females
 - Every escort must learn to handle cross gender supervision professionally
 - Men and women are part of the correctional team and must work together
 - Each sex brings a unique contribution to the job



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Cross Gender Escorting (cont.)

- Escorts supervising prisoners of the opposite sex must follow the rules of prisoner supervision.
- A one-on-one mixed gender escort is prohibited.
- Escorts must maintain a professional, non-sexual composure at all times.
- Escorts undermine the integrity of correctional philosophy if they do not present themselves professionally.



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Basic Safety Policy/Requirements

- Provide a safe and healthful workplace for all personnel
- Must comply with Naval Occupational Safety and Health (NAVOSH) Standards and with life and fire safety requirements
- Prisoners have the same rights to a safe workplace as any other service member



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Basic Safety Policy/Requirements

Escort Safety Policy

- While prisoners are under escort, the escort/escort command is responsible for the safety of the prisoner
- Included is the safety training and safety equipment
- Your command safety representative should assist you in this



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Safety (cont.)

- Prisoner Transport
 - Vehicle must meet safety standards and be equipped with seat belts.
 - **Seat belts must be worn at all times when vehicle is in motion.**
- *Exception - bus



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Safety (cont.)

- Personal Protective Equipment (PPE)
 - Ear plugs/muffs
 - Safety glasses
 - Safety goggles
 - Face shield
 - Gloves
 - Safety shoes
 - Etc.



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Safety (cont.)

- Hazardous Materials (Right-to-Know)
 - Assignments that require the handling of drugs, narcotics, intoxicants, uncrated explosives or weapons, money, security equipment, classified materials, keys, or personnel records are prohibited.
 - Work that is inherently dangerous or hazardous to the prisoner is prohibited except in emergency situations
 - MSDS requirements and locations



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Safety (cont.)

- Hazardous Materials (Right-to-Know)
 - MSDS requirements and locations
 - If prisoners are to use any hazardous materials they must be informed of the hazards of the hazmat
 - Material Safety Data Sheets (MSDS) are the primary means of communicating these hazards
 - The requirement to inform of these



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Safety (cont.)

- Injuries
 - All injuries must be reported and investigated.
 - The escort's command shall conduct the safety investigation.
 - This is a safety, not a criminal, investigation only to find out the cause of the accident in order to prevent reoccurrence.



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SUMMARY

- The Roles and Responsibilities Of A Prisoner Escort
- Secretary of The Navy's Correctional Philosophy
- Prisoner Escorts General Rules Of Conduct
- Basic Guidelines For Interacting Positively With Prisoners
- Explain What It Means To Be A Professional
- Describe How To Interact With Prisoners



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SUMMARY (cont.)

- Define “Comportment”
- Re-emphasize Cross Gender Supervision
- Restate Safety Policy.



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Questions?



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Readdress Same Subject



Next Subject



BASIC ESCORT



ADMINISTRATION and REPORTS



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OBJECTIVE:

**Understand all pertinent DD
Forms used when escorting /
transporting military prisoners**



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REFERENCES:

SECNAVINST 1640.9



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**Identify the purpose of
accurate and timely reports**



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Reports reflect what has taken place.

“if it’s not in writing, it didn’t happen”



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- **Reports are official documents**
- **Can be used as evidence**
- **Reports should contain only the f**



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When abbreviations are used, the abbreviation should be defined when using it the first time.

Example: “Prisoner (P) Doe was moved to Disciplinary Segregation (DS).” “Upon arriving to DS, (P) Doe was . . . ”



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Describe the five traditional report writing questions;

- **Who?**
- **What?**
- **When?**
- **Where?**
- **Why?**
- **Sometimes, How?**



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- **Because these documents may be used as evidence, properly completed documents and proper procedure will prevent/lessen liability for the Command as well as the escort**
- **Always identify people, places and objects properly and precisely**
- **Attempts should be made to pinpoint time as specifically as possible, avoiding the use of the word “approximately”**
- **Details a history of events**



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Review DD Forms and NAVPERS Forms



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- **DD Form 2708 (Receipt for *Inmate* or Detained Person)**
- **DD Form 629 (Receipt for *Prisoner* or Detained Person)**



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- **Used when transferring a prisoner from one facility to another or taking a prisoner outside the facility for a temporary release**
- **Verify by having prisoner say and spell full name, SSN and current rank as well as using I.D. Date should be the same as when he/she was signed for**
- **Block #9 will include all UCMJ Article numbers and specifications for which confined**
- **Block #10 will specify disposition of prisoner's personal property**
- **Block #11 will include any pertinent information not asked for on the form**



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RECEIPT FOR INMATE OR DETAINED PERSON		
1. RECEIVED FROM (Unit or Agency and Station)	2. TIME	3. DATE (YYYYMMDD)
4. INMATE NAME (Last, First, Middle)	5. SSN	6. GRADE
7. ORGANIZATION	8. STATION	
9. OFFENSE		
10. PERSONAL PROPERTY		
11. REMARKS		
12. NAME AND TITLE OF PERSON RECEIVING ABOVE INDIVIDUAL	13. SSN	14. GRADE
15. RECEIVING UNIT OR AGENCY AND STATION	16. SIGNATURE	



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- **DD Form 2707
(Confinement Order)**
- **NAVPERS 1640/4
(Confinement Order)**



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DD FM 2707- Used to place a prisoner into initial confinement (post /pre-trial).

Verify in the same manner as above.

Ensure form indicates post or pre-trial & type of court-martial.

Block #4 will have UCMJ Article numbers and offenses written out.

Block #5 will indicate complete sentence imposed.



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- **Block #2 and “Adjudged Date” should be the same as well as Block #7 “c” and or #8 “c”**
- **Block #7- person ordering the prisoner into confinement**
- **Block #8- If detainee, must be completed approving true justification for confinement**
- **Block #9 & #10- to be completed by authorized medical personnel, no more than **24 hrs** prior to the prisoner being placed into initial confinement**

CONFINEMENT ORDER				
1. PERSON TO BE CONFINED			2. DATE (YYYYMMDD)	
a. NAME (Last, First, Middle)		b. SSN		
c. BRANCH OF SERVICE	d. GRADE	e. MILITARY ORGANIZATION (From):		
TYPE OF CONFINEMENT				
a. PRE-TRIAL <input type="checkbox"/> NO <input type="checkbox"/> YES		b. RESULT OF NJ P <input type="checkbox"/> NO <input type="checkbox"/> YES		
c. RESULT OF COURT MARTIAL: <input type="checkbox"/> NO <input type="checkbox"/> YES				
TYPE: <input type="checkbox"/> SCM <input type="checkbox"/> SPCM <input type="checkbox"/> GCM <input type="checkbox"/> VACATED SUSPENSION				
4. OFFENSES/CHARGES OF UCMJ ARTICLES VIOLATED:				
5. SENTENCE ADJUDGED:			b. ADJUDGED DATE (YYYYMMDD):	
6. IF THE SENTENCE IS DEFERRED, THE DATE DEFERMENT IS TERMINATED:				
7. PERSON DIRECTING CONFINEMENT				
a. TYPED NAME, GRADE AND TITLE:		b. SIGNATURE	c. DATE (YYYYMMDD)	d. TIME
8.a. NAME, GRADE, TITLE OF LEGAL REVIEW AND APPROVAL		b. SIGNATURE:		c. DATE (YYYYMMDD)
MEDICAL CERTIFICATE				
<p>9a. The above named inmate was examined by me at _____ on _____ and found to be <input type="checkbox"/> Fit <input type="checkbox"/> Unfit for confinement. I certify that from this examination the execution of the foregoing sentence to confinement <input type="checkbox"/> will <input type="checkbox"/> will not produce serious injury to the inmate's health.</p> <p>b. The following irregularities were noted during the examination (If none, so state):</p> <p>c. HIV Test administered on (YYYYMMDD): _____</p> <p>d. Pregnancy test administered on (YYYYMMDD): _____ <input type="checkbox"/> N/A</p>				
10. EXAMINER				
a. TYPED NAME, GRADE AND TITLE:		b. SIGNATURE	c. DATE (YYYYMMDD)	d. TIME
RECEIPT FOR INMATE				
11.a. THE INMATE NAMED ABOVE HAS BEEN RECEIVED FOR CONFINEMENT AT: _____ (Facility Name and Location)				
ON _____ AND TIME: _____ (YYYYMMDD) (Time)				
b. PERSON RECEIPTING FOR INMATE TYPED NAME, GRADE AND TITLE:		c. SIGNATURE:		d. DATE (YYYYMMDD)
				e. TIME



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**SF 600 (Chronological Record
of Medical Care)**

**NAVMED 6150/24 (Outpatient
Medical Record)**



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The medical record with supporting SF 600 and other medical documentations should accompany prisoner to confining facility and be forwarded to the local medical department.



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OUTPATIENT
MEDICAL RECORD

Last Name

First Name

Middle Initial

Patient Identification

Alert

☐ Allergies
☐ Sensitivities

This area reserved for bar code label

☐ Health Record

☐ Outpatient
Treatment
Record

☐ Military _____
(provide service and grade or rate)

☐ Retired _____
(provide service and grade or rate)

☐ Nonmilitary _____
(provide sponsor's service & status)

☐ Personnel Reliability Program

☐ Blood Type

☐ Flight Status

☐ Food Handler

☐ Radiation Exposure

☐ Asbestos Surveillance

☐ Medical Condition

☐ _____

Warning: Property of US Government. Possession by individual without proper authorization is prohibited. If found, return to any US Post Office. Postmaster, forward to the nearest US naval medical facility.

NAVMED 6150/24 (4-94)
S/N 0105-LF-017-9100

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Enter
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Topic

Record
Category
Topic



BASIC ESCORT



DD Form 2712 (Inmate Work and Training Evaluation)

NAVPERS 1640/10 (Work and Training Report)

INMATE WORK AND TRAINING EVALUATION						REPORT DATE (YYYYMMDD)
1. NAME (Last, First, Middle)				2. SSN		3. ID NUMBER
4. BRANCH OF SERVICE		5. HOUSING UNIT		6. DETAIL		7. CUSTODY LEVEL
8. PURPOSE OF EVALUATION: <input type="checkbox"/> DISPOSITION BOARD <input type="checkbox"/> CLASSIFICATION BOARD <input type="checkbox"/> WORK ASSIGNMENT <input type="checkbox"/> OTHER						
IF FOR DISPOSITION BOARD (Check type): <input type="checkbox"/> RESTORATION/RETURN TO DUTY <input type="checkbox"/> PAROLE <input type="checkbox"/> WORK/CUSTODY <input type="checkbox"/> OTHER (Specify) _____ <input type="checkbox"/> CLEMENCY <input type="checkbox"/> SPECIAL WORK <input type="checkbox"/> FEDERAL TRANSFER						
PERIOD COVERED: (YYYYMMDD)		FROM: TO:		COMPLETED BY:		<input type="checkbox"/> DORM SUPV <input type="checkbox"/> WORK SUPV <input type="checkbox"/> OTHER _____
AREAS OF EVALUATION: (Check the appropriate spaces) The dormitory supervisor completes Section 1 only. The work supervisor completes Sections 1 and 2.						
SECTION 1 - ATTITUDE AND TRAITS (Circle one box per row)						POINTS
CONDUCT	Unsatisfactory (1)	(2)	Conforms (3)	(4)	Exemplary (5)	
DISCIPLINE	Disciplinary Action (1)	(2)	Minor Infractions (3)	(4)	No Infractions (5)	
SUPERVISION REQUIRED	Constant (1)	(2)	Moderate (3)	(4)	Minimal (5)	
ATTITUDE TOWARD SUPERVISOR	Poor (1)	(2)	Borderline (3)	(4)	Respectful (5)	
COOPERATION	Uncooperative (1)	(2)	Moderate (3)	(4)	Cooperative (5)	
PERSONALITY	Unfavorable (1)	(2)	Fair (3)	(4)	Exceptional (5)	
GROUP CONFORMITY	Easily Led (1)	(2)	Complies (3)	(4)	Self-Reliant (5)	
INFLUENCE ON OTHERS	Disruptive (1)	(2)	Neutral (3)	(4)	Positive (5)	
INITIATIVE	Minimal (1)	(2)	Average (3)	(4)	Energetic (5)	
TEMPERAMENT	Volatile (1)	(2)	Indifferent (3)	(4)	Stable (5)	
INTEREST IN FACILITY TREATMENT PROGRAM	Minimal (1)	(2)	Participates (3)	(4)	Active Participation (5)	
TOTALS						=
OVERALL EVALUATION SUBTOTAL	Unsatisfactory 11-21	Below Average 22-32	Average 33-43	Above Average 44-54	Outstanding 55	
SECTION 2 - WORK PERFORMANCE						POINTS
QUALITY OF WORK	Poor (1)	(2)	Acceptable (3)	(4)	Outstanding (5)	
PRODUCTIVITY	Minimal (1)	(2)	Average (3)	(4)	Excellent Output (5)	
SAFETY	Careless (1)	(2)	Follows Rules (3)	(4)	Safety Conscious (5)	
TOTALS						=
OVERALL EVALUATION GRAND TOTAL	Unsatisfactory 14-27	Below Average 28-41	Average 42-55	Above Average 56-69	Outstanding 70	
INMATE SIGNATURE			DATE (YYYYMMDD)			
EVALUATOR'S NAME			SIGNATURE			DATE (YYYYMMDD)



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- **Used to evaluate prisoner performance at his job assignment**
- **Will be filled out in accordance with confinement facilities local instruction**



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DD Form 2713 (Inmate Observation Report)



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DD Form 2713 - Used to record unfavorable or behavioral observations that do not warrant a disciplinary report. Can also be used to document favorable observations on behalf of a prisoner or an injury.



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**DD Form 2714 (Inmate
Disciplinary Report)**

**NAVPERS 1640/9 (Disciplinary
Report)**

INMATE DISCIPLINARY REPORT						REPORT DATE (YYYYMMDD)
1. INMATE						
a. NAME (Last, First, Middle)				b. SSN	c. ID NUMBER	
2. CUSTODY LEVEL		3. CELLBLOCK/DORMITORY			4. DETAIL	
5. INCIDENT						
a. CHARGES		b. DATE (YYYYMMDD)		c. TIME	d. LOCATION	
e. DETAILS OF CHARGE(S) 						
6. INCIDENT REPORTED BY						
a. NAME (Last, First, Middle)		b. GRADE	c. TITLE		d. SIGNATURE	e. DATE (YYYYMMDD)
7. INCIDENT REPORTED TO						
a. SUPERVISOR NAME (Last, First, Middle)				b. DATE (YYYYMMDD)	c. TIME	
d. DISPOSITION TAKEN: 						
8.a. WAS MEDICAL ATTENTION NEEDED?				b. DATE (YYYYMMDD)		c. TIME
d. DESCRIBE ANY MEDICAL ATTENTION GIVEN: 						
9. INVESTIGATION REQUIRED? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A						
10.a. ADVISEMENT OF RIGHTS GIVEN? (If yes, attach original rights acknowledgment form) <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A						
b. INMATE WAIVED RIGHTS? (If yes, attach) <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A						
c. INMATE STATEMENT (If yes, attach statement) <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A						
11.a. INVESTIGATIVE SUMMARY? <input type="checkbox"/> YES (Please attach copy of report)				<input type="checkbox"/> NO		
b. BRIEF SYNOPSIS: 						
c. NAME AND TITLE OF INVESTIGATOR				d. SIGNATURE		e. DATE (YYYYMMDD)
12. ATTACHMENTS (Use DD Form 2719)						

DD FORM 2714, NOV 1999

Page 1 of 2 Pages



BASIC ESCORT



- **Used to document infractions of facility rules and policies by a prisoner**
- **For both the DD Forms 2713 & 2714 ensure that the synopsis answers the “who, what, where, when, why & how” questions**
- **Do not include emotional phrases unless directly related to the action taken by staff**

“because I was in fear of my life”



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NAVPERS 1640/16 (Prisoner Identification Badge)



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LEGAL STATUS:

BLACK

PRE-TRIAL

BLUE

POST-TRIAL



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Legal Status:

- Black – Detainee (pre-trial prisoner) – A prisoner awaiting filing of charges, disposition of charges, trial by court-martial, or trial by a foreign court
- Blue
 - Adjudged - Sentence as awarded by the court, but not approved by the convening authority
 - Sentenced – Convening authority reviews, approves, and executes the sentence (minus punitive discharge and capital punishment)
 - Discharged – Upon legal execution of discharge



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- **Completed on every prisoner confined at facility**
- **There are several different versions of prisoner I.D. badges**
- **Before any facility can use a badge other than the NAVPERS 1640/16 it must be approved by PERS-68**
- **Regardless of the version used the following info will be included:**
 - **Last name, first name, and middle initial**
 - **Front view picture**
 - **Height, weight, eye color, and hair color**



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Custody Classification:

- To establish the degree of supervision needed for control of individual prisoners
- Custody classifications provide guidance for supervision of prisoners and permit the establishment of security measures consistent with the requirements of the individual
- Understand that prisoners have wide varieties of personality and mentality
- Most present no serious disciplinary problems, some are deliberately uncooperative
- To identify all special cases and control



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Custody Levels:

RED

MAXIMUM

ORANGE

MEDIUM-IN

YELLOW

MEDIUM-OUT

GREEN

MINIMUM

BROWN

INST. CUSTODY



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**Name of
Facility**

**LEGAL STATUS
*ADJUDGED***

NAME



**BADGE
NUMBER**



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Definitions:

Maximum Custody

- High probability of attempted escape
- May be dangerous or violent and whose escape would cause concern of a threat to life or property
- Supervision must be immediate and continuous
- Not assigned details outside cells
- Two or more staff shall be present when prisoner is out of his/her cell
- Will wear restraints at all times when outside of cell



BASIC ESCORT



**Name of
Facility**

**LEGAL STATUS
*ADJUDGED***

NAME



**BADGE
NUMBER**



BASIC ESCORT



Definitions (cont.):

Medium-In Custody

- **Present a security risk but do not warrant a max custody level**
- **Not dangerous or violent**
- **Supervision will be immediate at all times**
- **Will not work outside the security perimeter**
- **Will wear restraints outside the security perimeter unless the CO determines restraints are not required**
- **One escort can supervise two medium-in prisoners outside the facility**
- **Normally not allowed to work on work details**



BASIC ESCORT



**Name of
Facility**

**LEGAL STATUS
*ADJUDGED***

NAME



**BADGE
NUMBER**



BASIC ESCORT



Definitions (cont.):

Medium-Out Custody

- **Continuous custodial supervision but whose potential for escape does not present a threat to life, limb, or destruction of property**
- **Supervision shall be immediate and continuous at all times when outside the security perimeter**
- **May be assigned to any regular work inside or outside the facility**
- **One escort can supervise four medium-custody-out prisoners while outside the facility**



BASIC ESCORT



**Name of
Facility**

**LEGAL STATUS
*ADJUDGED***



**BADGE
NUMBER**

NAME



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Definitions (cont.):

Minimum Custody

- Does not present an apparent escape risk
- Behavior demonstrated while confined requires only limited custodial supervision
- Supervision is constant while outside the facility
- Escorted and transported by brig staff or trained prisoner escorts
- One escort can supervise ten minimum-custody prisoners outside the facility, while on work detail



BASIC ESCORT



**Name of
Facility**

**LEGAL STATUS
*ADJUDGED***



**BADGE
NUMBER**

NAME



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Definitions (cont.):

Installation Custody

- **Certain post-trial prisoners who require only limited custodial supervision**
- **May work and move about as much the same as individuals in normal duty status**
- **Have completed at least one half of the confinement or the convening authority has taken action, whichever comes first**
- **Not more than 6 months from minimum release date**
- **Not previously removed from this custody grade for cause**



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Definitions (cont.):

Installation Custody (cont.)

- **Will be berthed outside the brig**
- **At a waterfront brig, they may be placed in a Correctional Custody Unit (CCU)**
- **They must sign a DD Form 512 and carry it with them at all times outside the facility**
- **Assignments should depend on ability to handle responsibility**



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Classification Criteria:

- **New prisoners, except those specifically deemed to be serious management problems, should be assigned a “medium-in” custody classification during the reception phase**
- **Detainees will not be assigned a minimum, medium-out or installation custody classification**
- **Shall be based on the amount of supervision each individual requires**
- **It is inherent in the system that those prisoners in lesser custody status will have the opportunity for additional privileges**



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Factors to Consider in Assessing Higher Custody Classification:

- **Assaultive behavior**
- **Disruptive behavior**
- **Serious drug abuse**
- **Serious civil/military criminal record**
- **Low tolerance of frustration**
- **Intensive acting out or dislike of the military**
- **History of previous escape**
- **Pending civil charge/detainer filed**
- **Serving a sentence which the individual considers to be unjust or severe**



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Factors to Consider in Assessing Higher Custody Classification (cont.):

- **Poor home conditions or family relationships**
- **Serious neurosis or psychosis**
- **Indication of unwillingness to accept responsibility for personal actions, past and present**
- **Demonstrated pattern of poor judgment**



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Factors Indicating Lower Custody Classification:

- Clear military record
- Close family ties; good home conditions
- Offense charged is not serious
- Stable mental condition
- Indications that the individual wishes to return to duty
- Comparatively short sentence to confinement
- Behavior during previous confinement



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NAVPERS 1640/18 (Prisoner Escort Identification Badge)



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Front:

NAME OF ESCORT		
	SSN	RATE/RANK
	DIVISION	
	DEPARTMENT	
	DATE OF BIRTH	DATE ISSUED
ISSUED BY:		



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BACK:

COMPLEXION	EXPIRATION DATE
HEIGHT	WEIGHT
COLOR HAIR	COLOR EYES
<p><i>I hereby certify that I have read, had explained to me, and fully understand the contents of the prisoner escort regulations, and that I will abide by the contents thereof to the best of my ability while escorting prisoners from the Correctional Center.</i></p> <p><u>THE USE OF FIREARMS IS NOT AUTHORIZED</u></p>	
SIGNATURE OF ESCORT	<div>AC</div> <div>BC</div>



BASIC ESCORT



NAVPERS 1640/17 (Inventory and Receipt of Valuables, Clothing and Personal Effects)



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- **INVENTORY- All property arriving with an inmate must be accounted for to show disposition of that property**
- **The inventory sheet is broken down into sections describing the most common items in prisoner's possession and the disposition**



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- The *top* line of the form is self explanatory
- The *second* line will indicate the registration number corresponding to the issued “Prisoner Rule Book”, the serial number of the combination lock, and the initial sea/duffel bag seal issued to the prisoner
- Articles Retained By Member- These are the items that the prisoner is authorized to have in his/her possession *inside* the housing unit



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- **Articles Placed in Seabag for Safekeeping- items the prisoner is authorized to have in the facility, but NOT in possession (one set of civies, dress uniform, etc.)**
- **Activity Issue Items- items issued to the prisoner by the facility**
- **Items Turned Over to the Escort- usually Government Issue (gear, excess civies, G.I. keys, etc.)**



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Money & Valuables Turned Over to Valuables Custodian- all cash/currency regardless of country of origin, jewelry, credit cards, phone cards, or anything that may be used for barter. Also important documents such as a drivers license, SSN cards, etc.

Reverse Side: Annotate the number of each item in prisoner's possession to include those items he/she is wearing. Ensure the appropriate Branch of Service column is used



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- **Signature**: Prisoner will sign indicating the inventory was completed and that he/she agrees. The staff member conducting the inventory will sign and date
- The bottom signature block will be used when the prisoner is clearing from the facility
- **Distribution**: Original will go into the prisoners seabag file, 1 copy to the inmate, 1 copy to admin, 1 copy goes with the property



BASIC ESCORT



INVENTORY AND RECEIPT OF VALUABLES CLOTHING AND PERSONAL EFFECTS NAVPERS 1640/17(REV.3-03)

NAME (Last, First, Middle)		Social Security Number	Rank/Rate	Date
Prisoner Rule Book #	Lock #	Seal #	Activity: NAVAL CONSOLIDATED BRIG (NCB) CHARLESTON	

ARTICLES RETAINED BY MEMBER

Jacket BDU/Dungaree (1) No Gortex	After Shave (1)	Nail Clippers (1)
Shirt/BDU/Dungaree (5)	Soap (Bars Only) (6)	Hairdressing (2)
Pants/BDU/Dungaree (5)	Razor (1)	Skin Cream/Lotion (1)
Undershirts/Blk/Grn/Brn (12)	Razor Blades (3-Packs)	Shampoo (plastic container) (3)
Undershirts/Wht (12-Navy/1 Others)	Disposable Razors (25)	Conditioner Hair (1)
Underwear (12)	Shaving Cream (3) (non-aerosol)	Q-Tips (1 box)
Socks/Black/Green (12)	Tooth Paste (Tube Only) (3)	Body/Foot Powder (2)
Socks/White (12) *No Ankle socks	Tooth Brush (2)	Comb/Brush (1)
Shoes/PT (2)	Tooth Brush Holder (2)	Writing Tablet (non-spral) (4)
Shoes/Shower (1)	Dental Floss (1)	Stamped Envelopes (45)
Belt w/Buckle (1)	Mouth Rinse (non-Alcoholic)	Pen/Pencils (6)
Washcloths (4)	Shoe Brush (1)	Marking Pens/Stencils (1)
Towels (4)	Shoe Polish (Liquid Only)	Batteries (4 packs)
PT Top/Bottoms (4)	Handkerchief (6)	Bible/Religious Book
Boots (2)	Chap Stick (2)	Gloves (1)
Sweat, Sets (2)	Deodorant (stick or roll-on) (3)	Long Johns, Set (1)
Cover, BDU/Ball (1)	Soap Dish (1)	Eye Glasses (1)
		Photos

ARTICLES PLACED IN SEA BAG FOR SAFEKEEPING

Shirt, Civilian	I.D. (Dog) Tags	Service Jacket
Pants, Civilian	Undershirts	Service Shirt
Belt, Civilian	Rain Coat	Service Tie/Neckkerchief
Jacket, Civilian	Long Johns	Service Pants
Shoes, Civilian	Underwear	Service Shoes
Hat, Civilian	Photos	Service Hat/Beret
Socks, Civilian	CDs/Walkman	Boots
Wallet	Bag, Duffle/Sea	Belt w/Buckle
Record of Trial/Legal Papers	Books/Magazines	Insignia/Ribbons/Devices
Misc. Papers/Paperwork	Mail/Letters	Unused Envelopes

ACTIVITY ISSUED ITEMS

2 Sheets	Belt w/ Buckle	
2 Blankets	Shirt BDU/Dungaree	
1 Pillow Case	Pants BDU/Dungaree	
1 Padlock	Jacket BDU/Dungaree	
1 Rulebook	Boots, Size ()	
Cover, BDU/Ball (1)	Gloves	

MONEY AND VALUABLES TURNED OVER TO VALUABLES CUSTODIAN

Money, Cash/Coins (\$.)	Military I.D. Card	Social Security Card
Check # (\$.)	Divers License/State	Phone Card/Type # of Minutes
Money Order # (\$.)	Cross, Silver Gold in-color	Bank Card
Credit Card/Type	Bracelet, Silver Gold in-color	Bank Card
Credit Card/Type	Necklace, Silver Gold in-color	Misc. Card
Credit Card/Type	Ring, Silver Gold in-color	Watch/Type Color

NATURE (Prisoner)	PRINTED (Staff Member)	SIGNATURE (Staff Member)	Date
-------------------	------------------------	--------------------------	------



BASIC ESCORT



OPNAV 5527/22

(Evidence / Property Custody Receipt)



BASIC ESCORT



- **The property custody form is used much like the inventory form. In addition to documenting a chain of custody for evidence, it is used to inventory property and equipment, document the chain of custody, and reflects all personnel who have been in possession of the property from the time it was received**
- **The distribution is the same as with the NAVPERS 1640/17**
- **One copy to the prisoner**
- **One copy with the property**

•



BASIC ESCORT



In Addition:

- **Each person who has signed for the property will receive a copy**



BASIC ESCORT



EVIDENCE/PROPERTY CUSTODY RECEIPT				
2. RECEIVING ACTIVITY		3. LOCATION		
4. NAME, GRADE AND TITLE OF PERSON FROM WHOM RECEIVED <input type="checkbox"/> OWNER <input type="checkbox"/> OTHER		5. ADDRESS (Include ZIP code)		
		6. WORK PHONE		
7. LOCATION OF PROPERTY WHEN OBTAINED				
8. PURPOSE FOR WHICH OBTAINED <input type="checkbox"/> FOUND <input type="checkbox"/> IMPOUNDED <input type="checkbox"/> EVIDENCE <input type="checkbox"/> OTHER		9. TIME/DATE OBTAINED		10. LOG NUMBER
11. ITEM	12. QUANTITY	13. DISPOSAL ACTION	14. DESCRIPTION OF ARTICLE—MODEL NUMBER, SER. NO., IDENTIFYING MARKS, CONDITION, AND VALUE WHEN APPROPRIATE.	
15. NAME AND SIGNATURE OF WITNESS (If available)			16. NAME AND SIGNATURE OF RECEIVING PERSON	
17. CHAIN OF CUSTODY				
ITEM	DATE & TIME	RELEASED BY	RECEIVED BY	PURPOSE
		NAME	NAME	
		ORGANIZATION	ORGANIZATION	
		SIGNATURE	SIGNATURE	
		NAME	NAME	
		ORGANIZATION	ORGANIZATION	
		SIGNATURE	SIGNATURE	
		NAME	NAME	
		ORGANIZATION	ORGANIZATION	
		SIGNATURE	SIGNATURE	

DD FORM 1300-22 (6-00)
GSA FPMR (41 CFR) 101-11.6

CHAIN OF CUSTODY CONTINUED ON REVERSE

LOCATION _____



BASIC ESCORT



- **DD Form 2718 (*Inmate's Release Order*)**
- **DD Form 367 (*Prisoner's Release Order*)**



BASIC ESCORT



INMATE'S RELEASE ORDER		
1. TO: Confinement or Brig Officer	2. INSTALLATION:	3. DATE (YYYYMMDD):
4. THE INMATE NAMED BELOW WILL BE RELEASED FROM CONFINEMENT THE ORGANIZATION SHOWN.		AND DELIVERED TO (YYYYMMDD)
5. INMATE NAME (Last, First, Middle)	6. SSN	7. GRADE
8. SERVICE BRANCH	9. ORGANIZATION	
10. REASON FOR RELEASE : 		
FOR THE COMMANDER		
11. AUTHENTICATING OFFICER NAME (Last, First, MI)	12. SIGNATURE	
13. GRADE, ORGANIZATION, AND TITLE		
RECEIPT		
14. RECEIPT OF THE ABOVE NAMED RELEASED PERSON IS ACKNOWLEDGED.	15. DATE (YYYYMMDD)	16. TIME
17. NAME, GRADE, ORGANIZATION, TITLE	18. SIGNATURE	
19. REMARKS: 		

DD FORM 2718, NOV 1999



BASIC ESCORT



DD FM 2718- Used when a prisoner is *permanently* released from confinement.

- **Verify in the same manner as the DD Fm**

2708 and I.D.

- **Block #4 is the date of actual release**
- **Block #11 Facility Commander or**

authorized representative

- **Block #15 MUST be the same as block #4**



BASIC ESCORT



Summary:

- 1. Identify the purposes of accurate and**
- 2. ~~timely reports~~ Describe the five traditional report-**
- 3. ~~writing questions~~ Review DD FORMS and NAVPERS Forms**
- 4. Review Legal and Prisoner Classification Criteria**



BASIC ESCORT



SUMMARY (cont.) FORMS

- **Usage for each form**
- **Detailed inventory**
- **Importance of accuracy**



BASIC ESCORT



Questions?



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Readdress Same Subject



Next Subject



BASIC ESCORT



USE OF FORCE



BASIC ESCORT



Objective

To provide guidance and direction to prisoner escorts of the use of force and security equipment in the performance of their duties. Conditions under which force is used must be determined on a case-by-case basis in a realistic evaluation of the actual need



BASIC ESCORT



REFERENCES:

- SECNAVINST 1640.9
- OPNAVINST 1640.7A



BASIC ESCORT



DEFINITIONS

- **Force** – To compel through pressure or necessity; to move against resistance.
- **Minimum Force** – The least amount of force used to control a situation.
- **Deadly Force** - Force which a person uses with the purpose of causing or which he/she knows would create a substantial risk of causing death or serious harm.



BASIC ESCORT



Policy

- 7 levels of force are applicable.
- First 3 levels of force are authorized.
- If necessary, it will be exercised according to the priorities of force.
- Used as a last resort.
- Limited to the minimum degree.



BASIC ESCORT



Priorities of Force - When force is necessary, it shall be used in the following priority sequence as circumstance dictates;

- A Verbal Order
- Show of Force / Other Agencies
- Physical Force/Restraints



BASIC ESCORT



Medical

- After force has been used, medical authority or a medical doctor will examine the prisoner as soon as possible.
- If injuries were suffered, medical attention shall be given to both prisoner escort and prisoner immediately.
- Request pictures be taken of the injured person.



BASIC ESCORT



Documentation

Disciplinary Report.

- Use of Force document, to include:
 - Account of events leading to use of force.
 - Accurate and precise description.
 - Description of equipment used.
 - Description of injuries suffered.
 - Treatment received.
 - Photos of injured.
 - List of participants and



BASIC ESCORT



Notifications

- Submit report to CO via the chain of command.
- Incident or accident report if injuries



BASIC ESCORT



SUMMARY

- Definitions
- Policy
- Priorities of Force
- Medical
- Documentation



BASIC ESCORT



Questions?



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Readdress Same Subject



Next Subject



BASIC ESCORT



Restraints



BASIC ESCORT



Objective:

- Explain the types of restraining devices and the application of devices on prisoners



BASIC ESCORT



References:

SECNAVINST 1640.9

AR 190-47

AFI 31-205



BASIC ESCORT



List and identify the various parts of hand irons and leg irons

Provide the escort with instruction for the application of restraints



BASIC ESCORT

Handcuff





BASIC ESCORT

Leg Iron

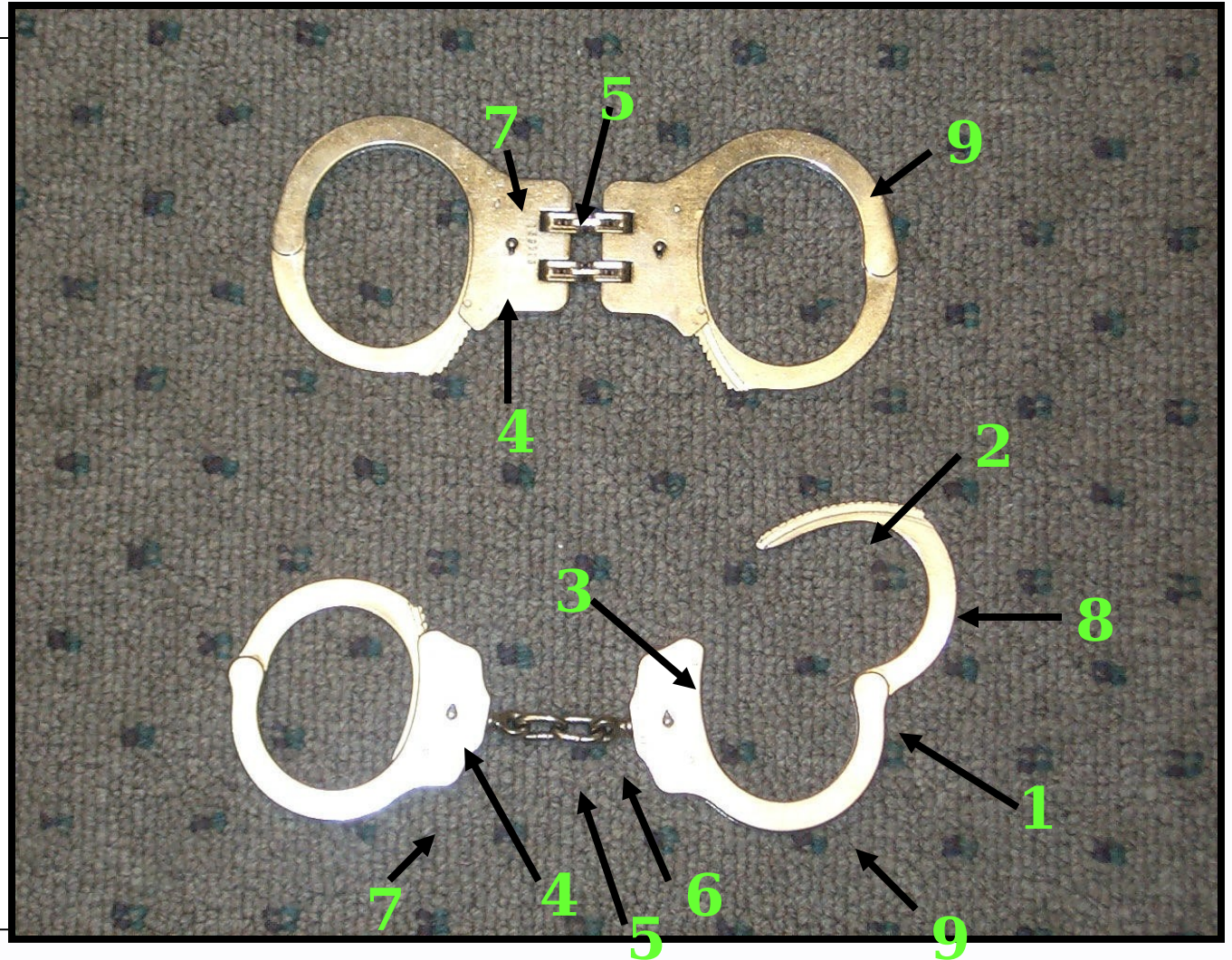




BASIC ESCORT



- 1 Hinge
- 2 Ratchet Teeth
- 3 Ratchet
- 4 Key Hole
- 5 Chain/Hinge
- 6 Swivel
- 7 Double Lock (single stud or small window)
- 8 Single Strain
- 9 Double Strain





BASIC ESCORT



Perform an inspection and functional test of leg / hand irons.

- Unlock and Open Hand /Leg Irons
- Close and Double - Lock
- Squeeze to check Double - Lock
- Unlock and Open Hand / Leg Irons



BASIC ESCORT



Basic Requirements For Hand Irons

- Never secure the subject to a stationary object
- Hand irons are always applied in the FRONT
- Keyhole is always towards fingers
- Double locking mechanism is always facing up
- Never handcuff prisoners together
- Never handcuff prisoners to a staff member
- Don't display a restrained prisoner in



BASIC ESCORT



Apply Hand Irons (Handshake Method)

- Inform the prisoner to extend arms in front, elbows locked, palms and fingers extended
- With your left hand, grasp hand iron, keyhole facing away from prisoner, double lock up
- With right hand, grasp prisoner's right hand. Then apply and tighten hand iron. Ensure keyholes face you and away from prisoner, with double lock facing up



BASIC ESCORT



Apply Hand Irons (cont):

- Maintaining the hand shake grip with your right hand, grasp the chain with your left hand
- Keep holding the chain, apply and tighten the hand iron to left wrist. Ensure keyhole faces away from prisoners
- Check tightness of both irons
- Double lock both irons
- Check double locks



BASIC ESCORT



Removal of Hand Irons

- Reverse the procedures as to applying hand irons.
- Have prisoner grasp the back of their trousers once a hand is removed from the restraints.



BASIC ESCORT



Applying Leg Irons (Standing Method)

- Instruct the prisoner to stand, feet shoulder width apart
- Stand behind the prisoner
- Grasp the open leg-irons with the double locking mechanism to the rear, keyhole facing up, ensuring the double lock is not set
- Crouch behind and off to the side of the prisoner
- Using your free hand, grasp one of the prisoner's ankles
- Apply and tighten the leg iron above the ankle



BASIC ESCORT



Applying Leg Irons (cont):

- Grasp the chain between the leg iron and maintain control of prisoner
- Apply and tighten the second leg iron above the prisoners second ankle
- Check tightness of leg irons
- Double lock leg irons
- Check double lock
- Move away from the prisoner



BASIC ESCORT



Removal of Leg Irons

- Reverse the procedures as to applying leg irons



BASIC ESCORT



Application of Conventional Belly Chains





BASIC ESCORT



Perform an Inspection and Functional Test of Belly Chains, and Transport Belt.

Belly Chains (Conventional and U.S. Marshal)

- Inform the prisoner
- Maintain alertness
- Maintain control of the Belly Chains
- 100% observation



BASIC ESCORT



Application of Conventional Belly Chains



- Perform functional check
- Require prisoner to stand
- Feet are spread shoulder width apart, arms up and parallel with the ground, palm facing up
- Hold O-ring with one hand; insert smaller O-ring through each belt loop around prisoner's waist, keeping the two cuffs to the side of the prisoner



BASIC ESCORT



Application of Conventional Belly Chains (cont):



- Insert small O-ring through large O-ring and pull chain tight
- Keep chain tight, and secure the chain by using the small O-ring on end of chain to one of the other O-rings on the chain itself, by using the padlock
- Open both cuffs, place prisoner's wrist into both cuffs and secure
- Check the tightness by inserting a finger between wrist and cuff and double lock



BASIC ESCORT



Removal of Conventional Belly Chains



- Inform the prisoner
- Maintain alertness
- Maintain control of the Belly Chains
- 100% observation
- Unlock both cuffs
- Instruct prisoner to put hands on top of his head and interlock his fingers
- Unlock padlock
- Pull the chain through belt loops and remove chain



BASIC ESCORT



Application of U.S. Marshal Belly Chains





BASIC ESCORT



Application of U.S. Marshal Belly Chains



- Inform the prisoner
- Maintain alertness
- Maintain control of the Belly Chains
- 100% observation
- Function check of hand irons
- Open one cuff of the hand iron, insert open cuff through square retainer of the chain
- Have prisoner stand with legs shoulder width apart, arms parallel with the ground, palms facing upward



BASIC ESCORT



Application of U.S. Marshal Belly Chains (cont):



- Insert opposite end of chain through each belt loop, keeping hand iron directly in front of prisoner's waist
- Insert the opposite end of the chain through square retainer, pulling the chain tight towards the rear of the prisoner's back
- Keeping the chain tight, secure open end of the chain to the affixed chain near the small of his back by using padlock



BASIC ESCORT



Removal of U.S. Marshal Belly Chains



- Inform the prisoner
- Maintain alertness
- 100% observation
- Maintain control of the Belly Chains
- Unlock both cuffs
- Instruct prisoner to put hands on top of his head and interlock fingers
- Unlock padlock
- Pull the chain through belt loops and remove chains



BASIC ESCORT



Leather Transport Belt

**Traditional Leather
Transport Belt**





BASIC ESCORT



Leather Transport Belt

Traditional Leather
Transport Belt



- **FUNCTIONAL CHECK:**
 - Check leather belt for wear/cracks
 - Check O-ring for wear
 - Perform functional check on hand irons



BASIC ESCORT



Application of Leather Transport Belt

Traditional Leather Transport Belt



- Inform the prisoner
- Maintain alertness
- Maintain control of the Transport Belt
- 100% observation
- Require the prisoner to stand on two feet
- Feet are spread shoulder width apart, arms up and parallel with the shoulder, palm facing up



BASIC ESCORT



Application of Leather Transport Belt (cont):

Traditional Leather
Transport Belt



- Place the transport belt around the prisoner's waist through the belt loops
- Adjust O-ring to center of the prisoner's waist
- Secure the belt by inserting belt end through the buckle. Ensure a snug fit
- Wrap excess of belt end around the belt behind the prisoner



BASIC ESCORT



Application of Leather Transport Belt (cont.):

Traditional Leather
Transport Belt



- Insert the cuffs into the O-ring
- Have the prisoner insert right hand into cuff followed by left hand
- Check cuffs for tightness and double lock



BASIC ESCORT



Removal of Leather Transport Belt

Traditional Leather
Transport Belt



- Inform the prisoner
- Maintain alertness
- Maintain control of the Transport Belt
- 100% observation
- Unlock both hand irons
- Instruct the prisoner to place hands on top of his head when each cuff is removed
- Unbuckle and remove the transport belt
- Move away from the prisoner



BASIC ESCORT



Application of Body Cuffs Restraint System

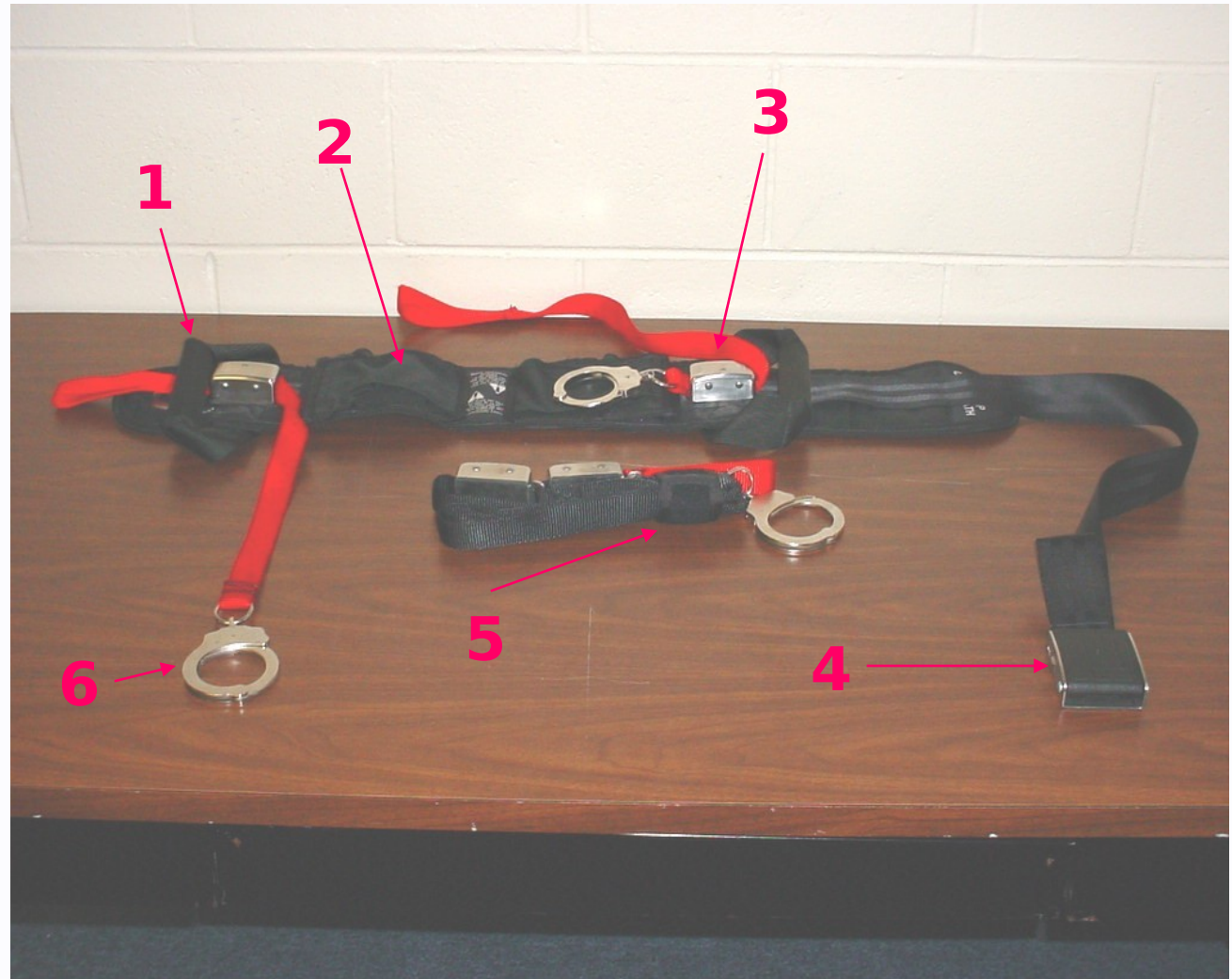




BASIC ESCORT



- 1 Carry Handle
- 2 Hand Restraint Storage
- 3 VRM Buckle
- 4 Main Buckle
- 5 Leg Restraints
- 6 Hand Restraints





BASIC ESCORT



Requirements for Use of Body Cuffs

- Inform the prisoner
- Maintain alertness
- Maintain control of the Body Cuffs
- 100% observation



BASIC ESCORT



Application of Body Cuffs



- Perform functional check
- Require prisoner to stand on two feet
- Feet are spread shoulder width apart, arms up and parallel with the ground, palm facing up
- Place belt around waist, main buckle to the rear, and insert tongue into main buckle.



BASIC ESCORT



Application of Body Cuffs (cont.)



- Adjust strap length around waist
- Place cuffs on prisoner
- Retract hand restraints to inner-most range of adjustment
- Attach leg restraint to webbing at rear of belt using the handcuff
- Unfold leg restraint, place lower loop around one leg and snug to prevent going over the



BASIC ESCORT



Application of Body Cuffs (cont.)



- **Immediately double lock the VRM to prevent injury**
- Adjust upper VRM until level of restraint is reached
- Have prisoner simulate walking to make adjustments if needed



BASIC ESCORT



Removal of Body Cuffs



- Reverse the procedure of application.
- Fully extend main buckle, fold, and place into storage bag.





BASIC ESCORT



SUMMARY

Functional check, application and removal of the following types of restraints:

- Hand Irons
- Leg Irons
- Belly Chains
- Transport Belt
- Body Cuffs



BASIC ESCORT



Questions?



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Readdress Same Subject



Next Subject



BASIC ESCORT



SEARCHES



BASIC ESCORT



Objective:

To inform prisoner escorts of the procedures for conducting person, area, and vehicle searches while escorting prisoners outside of a confining facility.



BASIC ESCORT



REFERENCES:

SECNAVINST 1640.9
NAVEDTRA 12740



BASIC ESCORT



Purpose:

- **Maintain the safety and security of prisoner escorts and prisoners.**
- **Prevent the introduction of contraband.**
- **Not to punish, degrade, or humiliate the prisoner.**



BASIC ESCORT



Policy:

- **Prisoner escorts must maintain control**
 - **Always provide clear instructions.**
 - **Remain in charge.**
 - **First escort to speak is in charge.**
 - **Same Sex**



BASIC ESCORT



Policy:

- **Prisoner escorts must be prepared**
 - **Be alert in case of physical violence**
 - **Be prepared to deal with various attitudes**
 - **Use examination gloves and have a flashlight when possible**
 - **Use a new pair of gloves**



BASIC ESCORT



Policy:

- **When to search**
 - **Search prisoner prior to transport and upon return.**
 - **Prior to assuming or relinquishing custody of a prisoner.**
 - **When a prisoner enters or leaves the confinement facility.**
- **If the escort has a reason**



BASIC ESCORT



Frisk Search





BASIC ESCORT



Frisk Search - Policy

- **Inform prisoner**
- **Conduct search from behind prisoner**
- **Don't allow prisoner to distract you**
- **One prisoner escort can conduct the search, if possible, have a second person present**
- **Any unauthorized movement can be considered to be an aggressive act**
- **Instruct prisoner to assume the frisk search position**
- **Crush and Squeeze method**



BASIC ESCORT



Frisk Search - Procedure

- **Look for compliance.**
- **Have prisoner remove jacket.**
- **Remove headgear and personal belongings, place belongings in headgear.**
- **Place headgear and belongings away from prisoner's access.**
- **Shirt sleeves rolled down and pants unbloused.**
- **Belt loosened and top pants button**



BASIC ESCORT



Frisk Search - ~~Sequence~~ gear/contents.

- Search outer garments.
- Head cavity search.
- Divide body into 1/4s.
- Head and collar.
- Arms.



BASIC ESCORT



Frisk Search - Sequence

(Upper Body)

- Front
- Back
- Sides
- Waist area
- Lower body
- Legs
- Feet



BASIC ESCORT



Area





BASIC ESCORT



Area Search

- **Two or more persons (one will be the search team leader)**
- **Assign task**
- **Discuss plans**
- **Plan implementation**
- **Follow instructions**
- **Examine all items found at the scene**
- **Locate anything that may be of evidentiary value or deemed contraband**
- **Search as required to locate material type items**



BASIC ESCORT



Area Search

Room Search (Inside)

Search Sequence

Area Grid Search (Outside)



BASIC ESCORT



Room Search (Inside)

- **Use two-person team(s)**
- **Search the way through the door entrance and into the center**
- **Members stand back to back and observe layout**
- **One will search counterclockwise, the other searches clockwise**
- **Each member will search the entire room providing 100% overlap**



BASIC ESCORT



Search

~~Sequence~~ Sequence

- Waist to chin
- Chin to ceiling
- Drop ceiling



BASIC ESCORT



Area Grid Search

- **Best used for outside areas**
- **Divide area to be searched into a grid pattern**
- **Once area is cleaned, mark as cleared**
- **Large outdoor areas - divide area into strips about 4 feet wide**
- **Search starts at one end and moves back and forth across the area from one side to the other and end to end**

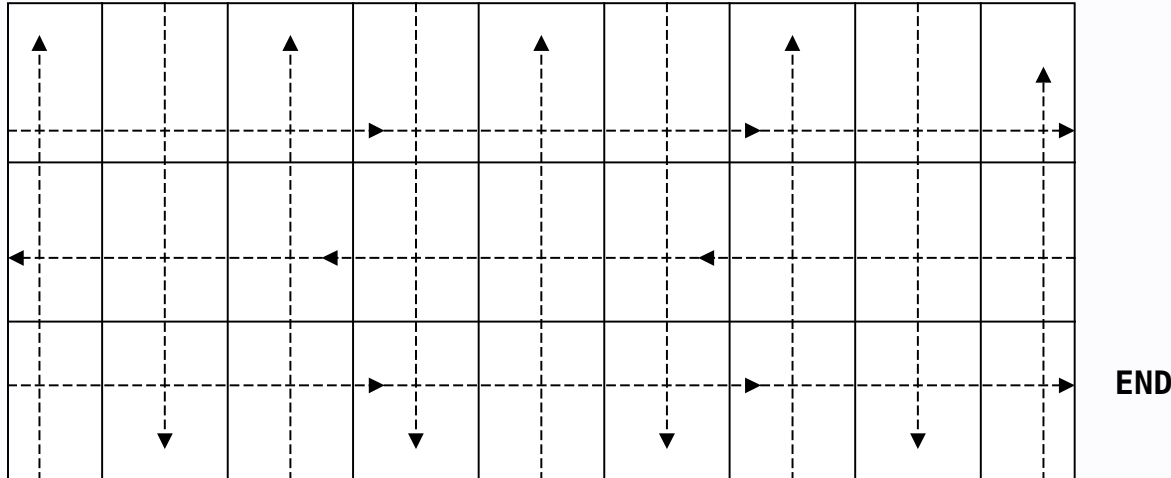


BASIC ESCORT



Area Grid Search

OUTSIDE AREA GRID SEARCH





BASIC ESCORT

Vehicle Search





BASIC ESCORT



Vehicle

Search but your hands into areas you can't see

- **Prepare vehicle, open hood and trunk**
- **Search left front wheel and proceed clockwise around the vehicle**
- **Search around the vehicle to the front end**
- **Search under hood**
- **Continue around to the right front wheel**



BASIC ESCORT



Vehicle Search

(cont.) Under the right side of the body

- Search right rear wheel
- Check rear end of vehicle
- Search left rear wheel
- Search underneath the left side of the vehicle, from rear to the front wheel wells
- Search is complete



BASIC ESCORT



Vehicle Search (cont.)

- If any contraband is found, secure it and notify the brig
- Vehicle compartment will again be searched when the prisoner is returned to the facility



BASIC ESCORT



SUMMARY

Types of searches:

Frisk search

Area search

Vehicle search



BASIC ESCORT



Questions?



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Readdress Same Subject



Next Subject



BASIC ESCORT



CONTRABAND



BASIC ESCORT



Objective:

To inform prisoner escorts of the procedures for controlling contraband while supervising prisoners



BASIC ESCORT



REFERENCES:

SECNAVINST 1640.9



BASIC ESCORT



Definitions:

Contraband

- Any article not authorized to be in the possession of prisoners or any item authorized for a prisoner's use that has been modified for use other than that originally intended or in excess amounts.
- Local regulations will specify what items will be allowed and under what conditions
- Items that threaten the security and the safety of the brig, or the possession of which are illegal, are always contraband.



BASIC ESCORT



Why control contraband?

- Sharing, trading or exchanging items, not necessarily contraband
- Usually associated with the expectation of a return of some type, such as another item (possibly contraband), a favor (testimony on the trafficker's behalf).
- Threat to safety
 - Weapons, flame producing devices, documents with sensitive/privacy act info, sanitation, and clutter



BASIC ESCORT



How do we control contraband?

- Searches of vehicles
- Searches of prisoners/detainees
- Searches of workspaces
- Constant supervision
- Inventory conducted on supplies and equipment
- Professional distance
- Training



BASIC ESCORT



Authorized Items

- Light/No Duty/No Shave CHIT
- Eye glasses
- Wedding ring
- Handkerchief
- Religious necklace
- Lip balm
- Any pre-authorized items



BASIC ESCORT



Types of Contraband

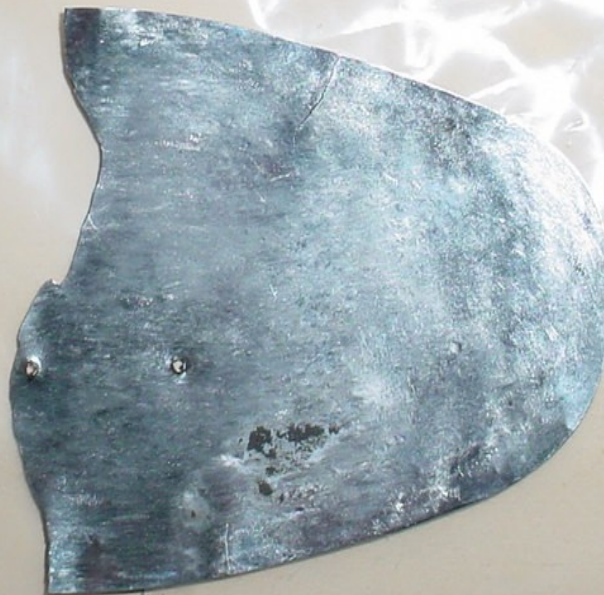
- Weapons
- Drugs
- Alcohol
- Lubricants
- Money
- I.D. cards
- Civilian clothing
- Pornography
- Excessive amounts of authorized items



BASIC ESCORT



ITEM #4: (1) METAL HEAL SUPPORT FOR
MILITARY BOOT
LOCATION: INSIDE LIBRARY BOOK
NOTE: SHARP EDGE CAN BE USED TO CUT





BASIC ESCORT

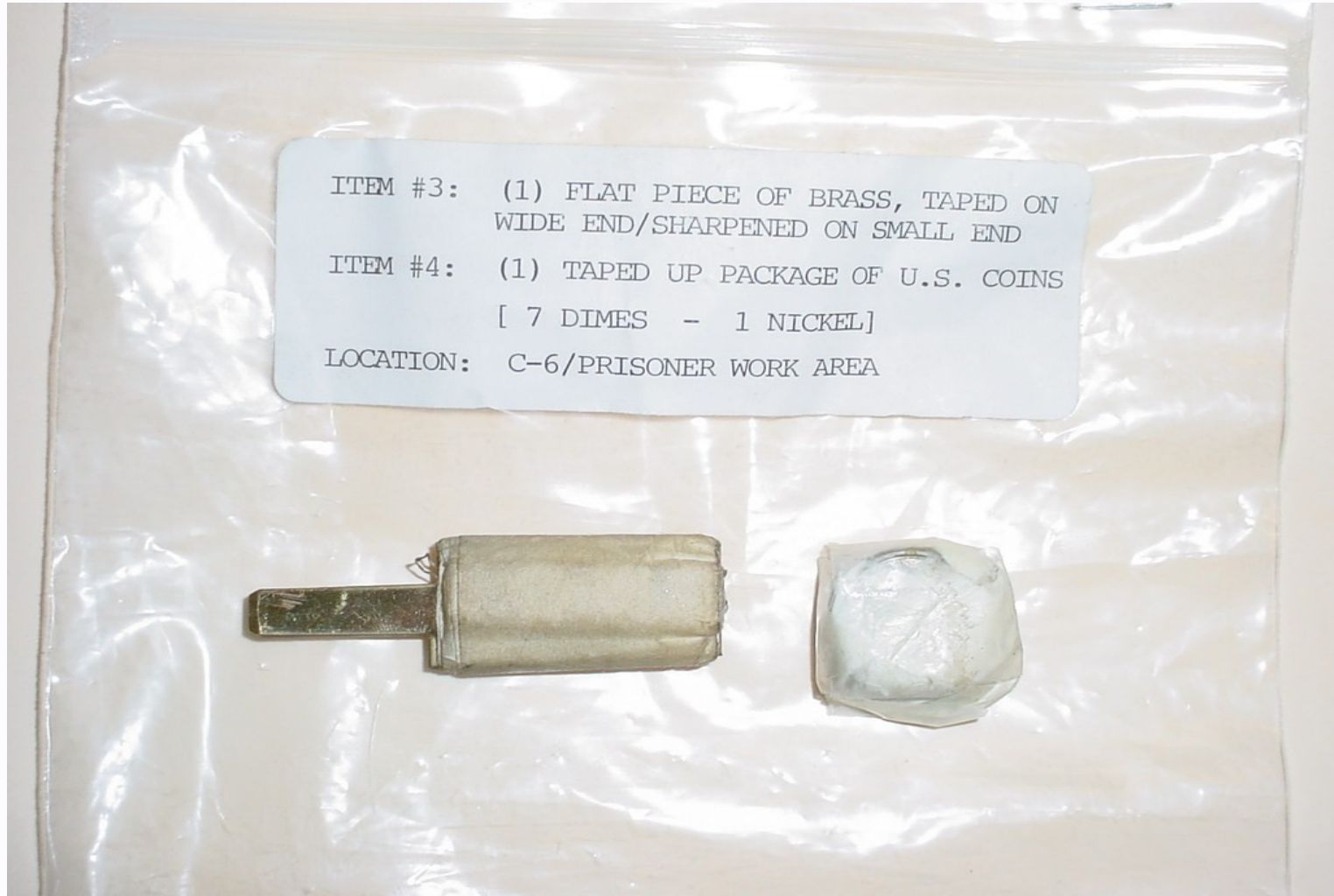


Purpose for Contraband

- Social advancement
- Relief from boredom
- Immoral acts
- Escape
- Supply and demand



BASIC ESCORT





BASIC ESCORT



Sources of Contraband

- Work details/temporary releases
- Vehicles
- Dishonest staff personnel



BASIC ESCORT



ITEM #1: (1) STANDARD SCREWDRIVER (SMALL)
LOCATION: A-1/CELL 229 (UNOCCUPIED)
NOTE: FOUND IN AIR VENT, ABOVE LOCKER





BASIC ESCORT



ITEM #2: (1) SINGLE EDGE RAZOR BLADE
LOCATION: B-2/CHASE LOCKER
NOTE: FOUND ON TOP LEDGE OF CHASE LOCKER





BASIC ESCORT



Bottom line...

We have rules in place to control what a prisoner is allowed to have in his possession and the prisoners must learn to live within those guidelines. Constantly allowing exceptions could endanger prisoner escorts, prisoners, and the public.



BASIC ESCORT



SUMMARY

- Definitions
- Why control contraband?
- How do we control contraband?
- Authorized items
- Types of contraband
- Purpose of contraband
- Sources of contraband



BASIC ESCORT



Questions?



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Readdress Same Subject



Next Subject



BASIC ESCORT



PRISONER MOVEMENT (FOOT AND VEHICLE)



BASIC ESCORT



Objective

To ensure prisoners are appropriately escorted to and from local appointments and work details outside the facility



BASIC ESCORT



REFERENCES:

SECNAVINST 1640.9



BASIC ESCORT



Policy

- Prior to supervising prisoners, coordination will be made by your organization with the local brig for approval to obtain prisoners
- Escort certification will be verified by brig staff upon arrival to the brig



BASIC ESCORT



Escorting Prisoners Outside The Facility (One Prisoner On Foot)

- Sign a DD Form 2708 or local brig chase sheet
- Frisk search the prisoner
- Ensure the prisoner is in the proper uniform
- Take a position behind and slightly to the right or left of the prisoner in order to stay out of the prisoner's reach
- No outside interference



BASIC ESCORT



Escorting Prisoners Outside The Facility (One Prisoner On Foot) (cont.)

- Keep the prisoner away from other people
- Maintain constant supervision
- March against the flow of traffic
- Never allow a prisoner behind you



BASIC ESCORT



Escorting Prisoners Outside The Facility (Two Or More Prisoners On Foot)

- You have total responsibility for all prisoners
 - Form the prisoners into a single file or columns of two
 - Position yourself 6-8 feet behind and slightly to the left or right of the formation
 - Position assisting prisoner escort(s) on the flank of the formation
 - March the prisoners to the designated



BASIC ESCORT



Escorting Prisoners Outside The Facility (Two Or More Prisoners On Foot) (cont.)

• Move the prisoners rapidly along the most direct route

- Don't allow horseplay
- Don't allow anyone or anything to pass between you and the prisoners
- Move the prisoners on the left side of the road
- Observe surroundings



BASIC ESCORT



Escorting Prisoners Outside The Facility (Two Or More Prisoners On Foot) (cont.)

- Never use prisoners as road guards
- Be especially watchful at intersections



BASIC ESCORT



Disciplinary Problems

- Isolate the problem
- Follow the levels of force
- Remain in charge / gain control
- Notify Control Center
- Follow instructions



BASIC ESCORT



Escorting Prisoners By Motor Vehicle

Escort **cannot** be the driver

- Preventative maintenance performed
- Brief the driver of the route to be taken
- Obey traffic laws
- At anytime the vehicle is unmanned, it will be locked/secured and keys in the driver's possession
- Tell driver not to talk with the prisoners
- Setup a duress code between the escort and driver
- Explain emergency situations
- Use child locks if available



BASIC ESCORT



Vehicle Search

- Before loading the prisoners.
- Search the vehicle upon completion of escort
- Remove or secure items that could be considered as weapons
- If ventilation is needed, open the windows. Don't open the windows more than **four** inches



BASIC ESCORT



Loading and Unloading Procedures

- Risk search prisoners
- Prisoners in first
- Escorts in second
- Driver in last
- Unloading procedure is the reverse



BASIC ESCORT



Truck With Jump Seat or Sedan Seating Requirements

- Direct the prisoner to sit in the right rear seat of the vehicle
- Escort sits next to the prisoner in the back seat behind the driver
- If you are escorting two prisoners, sit in the far left seat behind the driver with the prisoners seated to the right
- If you are escorting three, sit prisoners on rear seat and the escort sits in the right front seat. Escort's body will be turned to view the prisoners



BASIC ESCORT



Van Seating Procedures

- If you are escorting a prisoner in a van that has one rear and one side door, position yourself between the two doors
- If you are escorting prisoners in a van that has two side doors and one rear door, attempt to position yourself between the prisoners and all doors
- If the vehicle has child safety locks, tell the driver to use them and ensure all prisoners are in seat belts while in the vehicle



BASIC ESCORT



SUMMARY

- Policy
- Escorting Prisoners Outside The Facility (One Prisoner On Foot)
- Escorting Prisoners Outside The Facility (Two Or More Prisoners On Foot)
- Disciplinary Problems
- Escorting Prisoners By Motor Vehicle
- Vehicle Search
- Loading and Unloading Procedures
 - Truck with Jump Seat or Sedan.
 - Van



BASIC ESCORT



Questions?



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BASIC ESCORT



SECURITY PROCEDURES



BASIC ESCORT



Objective:

To inform prisoner escorts of the security procedures for various normal and emergency situations while escorting prisoners to initial confinement, appointments, or work detail



BASIC ESCORT



REFERENCES:

- SECNAVINST 1640.9
- OPNAVINST 1640.7
- AR 190.47
- AFI 31-205



BASIC ESCORT



Policy

- All prisoners being escorted are risks, no matter what their age, sex, or physical/mental condition
- Avoid one on one situations
- Do not judge a prisoner's physical condition by their size.
- There will be at least one escort the same gender of the prisoner being escorted.



BASIC ESCORT



Policy Cont.

- Do not take anything for granted
- At no time will a prisoner supervise another prisoner
- Always have some form of communication
- Evaluate the situation



BASIC ESCORT



Procedures

- An escort can perform frisk, area, or vehicle searches at anytime
- Frisk search all prisoners prior to exiting the facility
- Prior to leaving the facility the escort will collect prisoner ID badges.



BASIC ESCORT



Procedures (cont.)

- Ensure that the type of restraint being used is appropriate.
- Inspect and search the transport vehicle
- Do not allow anyone between you and the prisoner
- While on work detail, adequate breaks should be given.



BASIC ESCORT



Procedures (cont.)

- Work inherently dangerous is prohibited
- Communications with the facility should be maintained
- Check the route and destination for potential security problems if possible
- In the event of any breach of security, immediately contact the nearest law enforcement (911) for assistance
- Always carry some form of communications, such as cell phone/radio and restraining devices (hand/leg irons) at a



BASIC ESCORT



Escape

- If a prisoner attempts to escape, regardless of the prisoner to escort ratio, order the prisoner(s) to halt. Repeat the order if necessary.
- Account for remaining prisoner(s)
- Notify nearest law enforcement agency (911) of your situation, location, and need for assistance.
- The security of remaining prisoner(s) with the escort(s) will never be compromised in an attempt to pursue a fleeing prisoner.
- Use all available resources (other



BASIC ESCORT



Escape

(cont.)

When practical, make arrangements to have the escapee transported back to the facility and checked out by medical for injuries, and complete all required paperwork.



BASIC ESCORT



Escape Situation

- One Escort And One Prisoner
 - Command the escapee to “halt” and repeat if necessary
 - Pursue and restrain if possible
 - Escort will exhaust all resources available in apprehending the prisoner



BASIC ESCORT



Escape Situation

- One Escort And Two Or More Prisoners
 - Command the escapee to “halt”
 - Do not pursue and lose custody of the other prisoners
 - Place the remaining prisoners in a sitting/prone position on the ground, looking for compliance from the remaining prisoners



BASIC ESCORT



Escape Situation

- One Escort And Two Or More Prisoners (cont.)
 - Make notifications and note the direction of travel of the fleeing prisoner
 - Enlist all available resources (i.e., bystanders) to pursue/ restrain escaping prisoner
 - Contact the brig, provide information, and follow instructions



BASIC ESCORT



Escape Situation

- Two Or More Escorts And One Prisoner
 - Command the escapee to “halt”, repeating if necessary.
 - Determine if physical force is practical to prevent the prisoner from escaping
 - If not, both escorts will pursue the escapee, however, in the process, an escort will make notifications and then continue pursuit.



BASIC ESCORT



Escape Situation

- Two Or More Escorts And Two Or More Prisoners
 - Command the escapee to “halt”, repeating if necessary.
 - One escort will remain with the prisoners and maintain a security posture. Place detail in a sitting/prone position.
 - Make notifications
 - The remaining escorts will pursue/restrain the escapee
 - Contact Brig and follow instructions.



BASIC ESCORT



Aggressive Prisoner(s)

- In all cases while escorting prisoners, utilize as a last resort, the use of force.
- If security cannot be accomplished without the use of force, use the minimum amount of force necessary to control the situation



BASIC ESCORT



Aggressive Prisoner(s) (cont.)

- When deciding a course of action, responsibility shall be considered in this order:

- General public safety
- Prevention of loss of life or injury to other personnel and self
- Prisoner welfare
- Protection of property



BASIC ESCORT

Confrontation Between Prisoners

With One Escort

- Never allow non-involved prisoners to interfere
- Under no circumstances should supervision of other prisoners be relaxed
- Order prisoners involved to “stop and get on the ground”
- Look for compliance
- Do not interfere unless sufficient show of force is available



BASIC ESCORT



Confrontation Between Prisoners

With One Escort (cont.)

- Establish communications for assistance
- If prisoners comply, stop work and immediately get prisoners to a secure area
- Contact the confining facility for assistance/instructions
- Upon return to the confinement facility, the escort will make a report of all incidents to the CO/OIC



BASIC ESCORT



Confrontation Between Prisoners With Two Or More Escorts

- When multiple escorts are present, one escort will maintain control over the non-involved prisoners
- Remaining escorts will evaluate and determine if they have the means to safely separate and restrain the prisoners involved
- Establish communications for assistance
- Once compliance is achieved, maintain control and return all prisoners to the confining facility



BASIC ESCORT



Confrontation Between One Escort and One Prisoner

- If the prisoner attempts to get physical, maintain a safe distance and get any means of assistance
- Do not lose sight of the prisoner
- Use any means to make contact with the confining facility, base police, or local law enforcement
- Once show of force becomes available, restrain prisoner and return prisoner to a secure area



BASIC ESCORT



Confrontation Between Two Escorts and One Prisoner

- If the proper show of force is available, restrain the prisoner
- Maintain control over the situation and contact the confining facility for assistance/instructions
- **NEVER UNDERESTIMATE THE PHYSICAL CAPABILITIES OF A PRISONER**



BASIC ESCORT



Emergencies

- Illness or Injury
 - Immediate attention to injuries should follow basic first aid training and treatment can be obtained from the following:
 - Nearest military treatment facility
 - VA hospital
 - Civilian hospital
 - All cases, the escort shall immediately contact the local brig for instructions
 - For other prisoners in custody, arrangements should be made for their accountability and security



BASIC ESCORT



Meals

- Arrangements will be made prior to departure to have boxed lunches or eat at a military dining facility only
- No exceptions



BASIC ESCORT



Telephone/Internet

- Prisoners **are authorized** to use the telephones and/or computers only if authorized by the confining facility
- Supervision must be maintained to ensure the prisoner's usage is consistent with the confining facility authorization
- Prisoners will receive incoming calls only
- Computers will be restricted to prevent internet access
- All exceptions are coordinated with the local
brig



BASIC ESCORT



Uniforms

- **The prisoner will wear the proper uniform as prescribed by their service policy and application.**
- Escorts should become familiar with the uniform requirements of all branches of service.



BASIC ESCORT



Public Contact

- Under no circumstances will anyone be allowed to interfere with escort duties
- Prisoners, in the performance of their duties, may talk to civilians
- If the media attempts to speak or photograph you or the prisoners, the escort should inform the media to contact the Public Affairs Officer (PAO) at the confining facility for any questions



BASIC ESCORT



Public Contact (cont.)

- Only local confining facility staff members may make official contact with you as the escort in reference to the prisoners
 - As a escort, you will not relinquish control of prisoners to anybody while out on a detail.
- Once you sign the prisoner(s) out, you have responsibility for them and you will be the one to return them to the confinement facility



BASIC ESCORT



Courtroom Procedures/Legal Visits

Security Concerns: Time permitting, escorts should take the following into consideration:

- Inspect the court building and surrounding area prior to escorting a prisoner to trial, or in the event a prisoner is a witness at a trial
- Escorts should become familiar with the layout of the entire building, both inside and outside
- Inspect the parking lot and 360 degrees around the building for avenues of escape.

Determine where the escort vehicle will park for direct exit/entrance to the courtroom



BASIC ESCORT



Courtroom Procedures/Legal Visits

(cont.)

Inspect for any exits from the courtroom,
including windows



BASIC ESCORT



Courtroom Procedures/Legal Visits (cont.)

- Prior to any conference between the attorney and the prisoner, the office will be visually inspected for security concerns, noting potential contraband and any possible exits
- An escort will be posted in the most advantageous location taking into account exits and windows
- If the prisoner is a maximum custody, two prisoner escorts will be posted



BASIC ESCORT



Courtroom Procedures/Legal Visits

(cont.) Since the communication between the prisoner and the attorney is often privileged, the escorts may be directed to leave the room

- The escort will brief the attorney on the attitude and behavior of the prisoner, and that the prisoner will be frisk searched after he leaves the room. Normally this search is conducted in private



BASIC ESCORT



Courtroom Procedures/Legal

- ~~Visits (cont.)~~ The prisoner will not be signed over to the attorney on a DD Form 2708 or DD Form 629 since they are not “escort” qualified. Do not develop a false sense of security that you have relinquished custody of the prisoner to the attorney
- **Attorneys do not direct the application or removal of restraints**



BASIC ESCORT



Courtroom Procedures/Legal Visits (cont.)

- Courtroom Procedures

- **Restraints will be applied or removed based on the judge's discretion. This discretion only applies while the prisoner is actually in the courtroom.**
- While court is in session, all prisoner escorts will be unarmed.
- Escorts will sit as near to the prisoner as possible to observe the reactions of the prisoner



BASIC ESCORT



Prohibited Practices

- Personal gain work
 - Washing car, polishing shoes, etc.
- Work that will cause serious injury
 - Asbestos removal, hazardous material removal, animal handling, etc.



BASIC ESCORT



Vehicles

- Maintenance vehicles
- Automobiles



BASIC ESCORT

SUMMARY

- Policy
- Procedures
- Escape
- Aggressive Prisoner
- Emergencies
- Meals
- Telephone/Internet
- Uniform
- Public Contact
- Courtroom

Procedures

- Prohibited Practices
- Vehicles



BASIC ESCORT



Questions?



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